



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

GOVERNORS REPORT TO PARENTS September 2018 – July 2019

Please find attached, the Annual Report of the Governing Body for the School year **2018-19**. The purpose of this report is to provide a summary of the main events of the previous academic year. There are quite a few items which we are obliged by legislation to include. I hope that you find the report useful. If you do have any questions, or require any further information, then please do not hesitate to contact a member of the governing body. Governors no longer have a statutory duty to hold an annual meeting with parents. However, parents have the right to request a meeting with governors. Further information and procedures with regard to this may be found appended to this report.

Paper copies of the Report are available from the school office.

Dear Parents/Carers,

I am delighted to bring you my second annual Governors' Report as Chair.

The Academic year of 2018-2019 has been a very positive one for the community of Christ the King School. The School staff and leadership team, under the direction of our Head of School Mrs Miles, have worked together with the Governing body to achieve another highly successful year, using tight and organised assessment and moderation to target interventions and teaching schemes where they can be of most benefit. In January the Local Authority again categorised CTK as a Green School. I want to say a big thank you, on behalf of the Governors, to all of the staff, leadership team and indeed the many and varied groups of people who are involved with the school for their time, passion, commitment and dedication. It is my great pleasure to note that the Academic results for 18-19 are again extremely positive.

Continuing in this positive vein the summer term saw two wonderful achievements when the school became the first in Cardiff to achieve the Gold Rights Respecting Award and also celebrated its Golden Anniversary. The culmination of the anniversary celebrations was a wonderful Mass celebrated by Archbishop George Stack in a marquee in the school grounds. It was lovely to see so many people present, parents, friends, staff, clergy, children, and several previous Headteachers of the school. The celebration was especially important as it demonstrates that not only are we a school which drives towards academic excellence but that we place a great deal of emphasis upon the Christian values and ethos which underpin the everyday life of the school. Another important step forward this year has been the creation of our Early Years Unit. The first Nursery pupils were welcomed to the school in January 2019. In addition, various improvements around the school have taken place this year including the reception area which has been refurbished, finger-guards around the site have been replaced, new carpeting installed, and year 5/6 and foundation phase toilet facilities have been improved. Altogether this adds up to a very productive year.

As always, the PFA have done an amazing job in the last year to support the school. The PFA are the linchpin which enables so many wonderful and enriching events to take place and the children to benefit from much-needed new equipment. They do more than simply fund-raise, as important as that is, but help to really build a social hub and community around the School from which everyone benefits. I would encourage all of you to support their work and get involved as much as you are able. I extend our heartfelt gratitude and appreciation to members 'old' and 'new' for everything that you do.

I must thank everyone involved in the school for your continued hard work, genuine care and professionalism over the last year. The school has amazing staff who are passionate about learning and helping every child to reach their potential. We must support the staff as best we can, working in partnership to provide the best learning experience possible. I must also pass on my thanks to all those who give up their time to run after school clubs, read with the children and the many other activities which couldn't take place without the help of volunteers.

The contact details of the members of the full governing body and their roles can be found in appendix A. I will continue to advise parents and carers of emerging issues either by letter or the newsletter when appropriate. I want to continue to ensure the workings of the Governing Body are transparent and accessible.

Yours sincerely,

Priya Parsons, Chair of Governors.

The Governing Body

The purpose of the governing body is to:

- agree the aims and values of the school;
- assist in setting the vision for what the school wants to achieve for its children and the community it serves;
- agree the priorities for the school, in terms of targets, child development and other aspects of school life;
- ensure that the relevant policies used in school are applied and kept up to date;
- act as a “critical friend”, supporting, challenging and questioning to properly understand the standards within the school and drive for improvement; and
- challenge the school to be ambitious on behalf of the children and actively support it to deliver on this ambition.

The Governors are involved with many aspects of school life including: finances, staffing and Health and Safety. We take all of these responsibilities seriously but we have always, as our core focus the need to provide successful teaching and learning for the children in our care. I would go further and say it is not enough to simply provide good standards but to strive to improve and genuinely do our best for the outcome of every child.

Last academic year the full governing body and the Standards and Finance sub committees met twice a term, other committees meet on an as required basis. Full details of the dates are detailed below. Copies of the minutes from the Governing body meetings are accessible from the school's web site as well as the latest copy of our Post Inspection Action Plan (PIAP). This year there were no specific Governor forums but governors attended important school communications events during the year.

Governing bodies exist so that the schools are publicly accountable to parents, the local authority and the local community for what they do, for the results they achieve, and for the way in which resources are allocated. The guidance of the local authority and Archdiocese is vital to help ensure we have the right tools and approaches to fulfil our responsibility as a support and critical friend to the school.

Governing Body Meetings (18-19):

Full Governing Body	Standards Committee	Finance Committee
10/09/18	1/10/18	17/09/18
12/11/18	26/11/18	12/11/18
14/01/19	28/01/19	14/01/19
11/03/19	25/03/19	11/03/19
13/05/19	20/05/19	13/05/19
24/06/19	1/07/19	

School Leadership and Management

Mrs Miles used the established framework of regular meetings with the senior leadership team, made up of herself, Mrs Welsh, the ALNCo, Mr Wright the Key Stage 2 Leader and Mrs Keegan, Foundation Phase Leader. Other leadership structures are in place such as: Subject Leader action plans and reports (e.g. INSET and moderation inputs); phase meetings; management and development for non-teaching classroom staff; universal pupil progress monitoring, feedback and book scrutiny with the addition of targeted review and interventions where these are needed. This is all part of embedding good management into the normal, scheduled activities of the school.

In the coming year we expect this approach to continue with Mrs Miles at the helm with the School leadership team jointly undertaking the responsibilities of the Deputy Head. Mrs Woodward will liaise regularly with Mrs Miles who will be responsible for the day to day running of the school.

Summary tables showing Foundation Phase and Key Stage 2 results

Foundation Phase

FPI O5+	Year ending 2017	Year ending 2018	Year ending 2019
School	93.3%	96.55%	100% Significantly above Wales
LA	88.9%	93.82%	
Central South Consortium		93.72%	

Foundation Phase Outcome 6 (Age expected plus 1 outcome above)

	Year ending 2017	Year ending 2018	Year ending 2019
Language Literacy and Communication	66.7%	66.55%	61.3% Significantly above Wales
Mathematical Development	66.7%	62.06%	67.7% Significantly above Wales
PSDWCD	90%	96.4%	100% Significantly above Wales

Note – PSDWCD means Personal and Social Development, Wellbeing and Cultural Diversity.

Key Stage 2

CSI L4+	Year ending 2017	Year ending 2018	Year ending 2019
School	97.7%	93.3%	97.6% Above Wales
LA	89.4%	91.19%	
Central South Consortium	89.5%	91.49%	

	Year ending 2017	Year ending 2018	Year ending 2019
English	72.1%	73.3%	73.8% Significantly above Wales
Maths	72.1%	66.6%	71.4% Significantly above Wales
Science	72.1%	73.3%	71.4% Significantly above Wales

Targets 2019/20

Foundation Phase

	Outcome 5	Outcome 6
Language Literacy & communication	100%	64.5%
Mathematical Development	100%	61.3%
PSDWCD	100%	96%

Key Stage 2

	Level 4+	Level 5	Level 6
English	100%	69%	-
Maths	100%	73%	5%
Science	100%	76%	-

Attendance

	School Target	Actual
2016-2017	96.7%	96.6%
2017-2018	96.7%	96.7%
2018-2019	96.7%	

Sport and Physical Education

The field of sporting achievement provided many opportunities for celebration over the last year. Sporting activities form an important part of school-life and of the overall development of our children. We congratulate all of the children who represented the school in sporting competitions but at the same time wish to applaud the physical achievements of every child who has taken part in any of the lessons or extra-curricular activities throughout the year. The school offers a broad and balanced range of physical activities which develop an understanding of fair play, honest competition and the rewards of effort and teamwork.

Two hours per week are designated for Games and PE. There are also many out of school activities provided by the teaching staff, non-teaching staff and parents who give freely of their time for the benefit of the children. Such activities include Rugby, Gaelic Football, Netball, Athletics and Dance.

The children have taken part in competitive fixtures for: Football, Rugby, Netball, Dance, Cross-country, Athletics and Gaelic Football. The rugby team were delighted to play in the final of the WRU National 10-a-side Tournament at the Principality Stadium. In addition:

- Years 1 to 6 took part in sports mornings at the Cardiff Met campus
- All children in Key Stage 2 were invited to take part in the Cardiff Blues Tag rugby festival.
- The whole school took part in a number of sponsored runs;
- Year 4 had kayaking tuition at Cardiff Bay;
- Year 5 took part in swimming over a two-week period;
- Year 5 took part in an activity weekend at Morfa Bay
- Year 6 attended a Welsh outdoor adventure weekend at Llangranog with their feeder schools.

The Governors extend a heartfelt thank you to all staff, helpers, parents and coaches who help our pupils compete and succeed in so many sporting events.

Music

The school has a strong musical tradition for which we can be justifiably proud. Achievements in this area are a tribute to the efforts of teaching staff, peripatetic staff and volunteers. Music tuition is available for children in Year 3 and above through the peripatetic music service. Several of the Eisteddfod winners took part in the Welsh Evening which was a huge success. Pupils were asked to perform by the Llanishen Rotary Club at the switching on of the Christmas lights, which was enjoyed by all the children able to attend and the local community who joined in with the carols.

The children enjoy many opportunities to perform individually or as part of the various groups. These fantastic occasions include, over the course of the year: the Eisteddfod in March, our summer music evening in July, the year 6 leaving concert, assemblies, Christmas concerts and Masses.

Additional Learning Needs

Many children have special educational needs at some time during their school lives. Some children have specific difficulties, impairments or disabilities and others have special needs because they are high attainers and need challenging. Our aim is to meet the needs of all children through careful and comprehensive planning, and the use of different strategies that enable learners to thrive. This year, again, Governors allocated additional funds from the whole school budget to those given by the Local Authority for meeting the special needs of our children. The Local Authority allocates to our school under 30% of the actual amount that the school spends on supporting our children with additional needs. In the present economic climate, Governors are very concerned about their ability to continue to fund this level of extra expenditure. We employ teaching assistants, and one Additional Learning Needs Co-ordinator (ALNCo). In practice, this means that we are able to run interventions such as SAIL, Speech link, Language link, ELSA, Sound Discovery and Maths Factor, supporting children in their learning both in and outside the classrooms. Our detailed policy is available at school for any parent who may wish to see it and further information or clarification can be obtained from the Headteacher.

Corpus Christ High School (CCHS) Preparation and Liaison

The school has continued to build on the strong relationship we have with Corpus Christi High School which a majority of our Year 6 children attend. In the Spring and Summer term, shared moderation meetings have taken place with all the feeder primary schools to quality assure the end of key stage assessments that are fed forward. These meetings have been very constructive and useful to ensure accuracy of judgements, to foster consistency and Christ the King School. Governors report Academic year **2018-19**

also to share good practice. In addition to these meetings and to aid the successful transition of Year 6 into Year 7, the following took place this year:

- Half termly Head Teacher cluster meetings
- Two transition days for Year 6 in June and July, one for music and another core subject taster day
- Meetings between the Year 6 teacher and the CCHS transition coordinator regarding smoothing the transition process
- Shared residential trip to Llangrannog with other cluster schools
- Transition arrangements for pupils with ALN, including liaison between the school ALNCo and the ALNCo from CCHS
- Enrichment activities for Year 5 pupils based on ICT coding activities with CCHS pupils visiting

Nursery to Reception

To ensure effective transition from Nursery to Reception the following activities are in place:

- Parent consultation with all new parents;
- Series of afternoons for parents and their child working on activities to develop preschool literacy in Summer Term prior to September;
- Maths afternoon sessions in Autumn Term;
- Induction evening;
- School visits; and
- Curriculum information evenings throughout the year.

The induction programme is evaluated each year to ensure that it remains effective and represents a good use of resources. Meetings with parents are extremely valuable in developing a picture of the whole child.

Health & Safety Report

The school is pro-active in ensuring the safety of all our pupils, employees and all visitors to school. Risk assessments of routines and practices are regularly carried out. There is a comprehensive Health and Safety Policy that sets out the duties, regulations and laws to which the school has regard. Fire Drills have taken place during each term and at different times of the day. Everyone is aware of individual roles in the event of a fire. Visitors are signed in and out of the building. All teaching staff updated their First Aiders training as required. All staff including midday supervisors hold a first aid qualification as we have a full day for training every 2 years. Three staff members have the 3-day "First-Aid" training course which is up for renewal in the next academic year.

Formal and informal H&S inspections have been undertaken around the school and grounds throughout the year. The inspections highlighted several items which required refurbishment/maintenance. These were reported to the Governing Body for action and approval. Several action points from the reports were subject to an application for CRAMP funding which has been successful. Please see the "Premises" section of this report.

All electrical equipment and fire equipment has been professionally tested. DBS checking has gone on throughout the year for anyone assisting within the school. Mr Paul Watkins is the designated Governor responsible for Health & Safety.

The Children in Year 2 engaged in a 6-week course of "Kerbcraft" supported by the Local Authority traffic safety team and some of the ever-present, and much appreciated, family helpers.

Links with The Community

Increasingly, the way that we communicate and interface with the school family, and indeed our wider community, includes the use of technology. This is a simple fact of life as well as something that links closely with the demands of the curriculum. The Governors have been very keen for Christ the King School to improve its digital representation and have been closely involved in the re-launch of the web-site. We intend to maintain this focus in the future with the aim of making the site a useful and meaningful point of contact and also a positive reflection to the world of the amazing learning that goes on here.

We have continued to maintain strong links within the community. The school has strived to pursue all areas of making the school an integral part of the community we serve and the wider community.

Links with parents and our Parishes through liturgies, Masses and Assemblies:

School Mass at the beginning of the school year and end of Autumn and Summer terms;

- KS2 class-led Masses in Christ the King Church - Thurs 9.45.am;
- Reception to Year 6 Celebration assemblies;
- Carol Service in St Brigid's Parish Church;
- Leading Sunday Mass once a term in one of our Parish Churches;
- Harvest Festival, Ash Wednesday Service;
- Leavers' Mass;
- Passion Liturgies during Holy Week;
- Stations of the Cross - Year 6 in Church;
- Early morning shared prayer with staff and parents: 1st Friday of every month;
- Open mornings where parents can share in their child's learning experiences;
- Parent/Grandparent afternoons where parents can share in their child's learning experiences;
- Parent meetings to discuss school improvement progress; and
- Number and Play Reception Visits.

Developing Community Responsibility.

The Governors are keen to help our children acquire the skills and confidence to play an active part in their community, as well as develop a sense of rights and responsibilities of caring for our world. Our pupils are committed to raise money for charity and a planned programme of fundraising is in place, co-ordinated by a group of pupils made up of children throughout KS2. Many varied charities have been supported this year.

Wider Community

- Caring for the planters at Llanishen Railway Station for the Rotary Club;
- Links with Llanishen Quiet Prayer Garden;
- Singing in local residential homes.
- Weekly visits by our school Parliament Group to Ty Coch Residential Home

Environmental-awareness

This is a recognised part of everyday life in our school as an Eco-school. Paper, coins, stamps and ink cartridges are all recycled. The school chickens are doing well, these contribute not only to raising awareness of where our food comes from but also the importance of protecting our environment for all living being.

Children, led by their Healthy Living Committee, have recycled a range of items from newspapers, plastic bottles, batteries, and ink cartridges. They have also monitored energy conservation within the school.

Children who attend the school garden club have worked hard in the school garden area and were delighted in April to be awarded first prize for their wheelbarrow entry at the Cardiff RHS flower show.

School Visits

The children enjoyed a variety of school trips. These included visits to: St Fagan's; Techniquet; Cardiff Castle; Caerphilly Castle; Llanishen Village; Caerleon; St David's College; National Museum of Wales and Cardiff Met Campus, Corpus Christi High School.

We give our thanks to all Parents who support these trips and all the after-school clubs which provide the children with such useful and enjoyable learning experiences.

PFA

The school is indebted to the work that has been done by our PFA in supporting the school and raising money for very valuable extra resources. Everyone associated with the school is welcome and encouraged to support and join in with the work of the 'Friends'. This is an essential part of the life of the school.

The Friends support the school at many annual events providing refreshments, setting up, and selling raffle tickets at everything from sports days to concerts. In addition to helping-out and raising funds the PFA provide so many opportunities to get involved and socialise with the school community at events like, the Bingo night, Golden Anniversary Barn dance, Christmas and summer fayres. Please let us know if you would like to get involved, everyone's time and ideas are valued and appreciated.

We are very grateful to all those who give their time for the benefit of the pupils in our school.

Working with Parents

The school recognises the importance of developing a supportive relationship with parents. We have several effective channels of communication through the distribution of:

- The school prospectus
- Induction meetings for Reception Parents
- Weekly newsletter
- Schoop
- Twitter
- Letters home

The school knows how important it is for parents to be well informed about their child's progress and the curriculum. To this end parents are always welcome and are encouraged to attend:

- Parents' evenings
- Curriculum meetings
- Celebration assemblies
- Termly class assemblies
- Class led Masses in Christ the King Church

- Annual sports day
- St. David's Day Celebrations & Eisteddfod
- Welsh Evening
- Year 6 Leavers Mass
- Year 6 end of year performance
- Concerts.

In addition, the following information is provided:

- Leaflets giving information about policies and curriculum available in the foyer;
- Questionnaires and feedback.

The website is also a useful resource for general school information, dates and events as well as photos. Details of the complaints procedure are now on the school's website. We want to make it as easy as possible for you to work with us to resolve any of your issues or concerns.

Financial Statement

The school's finances are currently balanced for the forthcoming academic year 2019/20, however, we face an increasing challenge going forward. The Governing team and the school management team work closely to set financial-priorities but this task is no mean feat. That said, we have managed to increase revenue from site hire etc. in the last couple of years and continue to try and manage the budget in a positive way. We are committed to investing in the school for pupils now and in the future to ensure that we can deliver a safe and attractive environment and an enriched learning experience.

Full details of the Income and Expenditure can be made available if required. Please contact the school office for further details.

Governors' Fund

The Governing Body takes its responsibility to ensure that the school environment and building is kept in a good state of repair and developed to reflect the changing needs of the curriculum very seriously. Unlike Local Authority schools, all Voluntary Aided schools, which include Catholic schools, only receive part funding for the upkeep of the school. The school has to find 15% of any grant-aid work that is carried out for building maintenance and building improvement. Or indeed funds for any other work or investment we think is needed. No extra money is given in the school's base budget to offset this cost. As a result, every year we ask each family to make a voluntary donation to the Governing Body Building & Maintenance ("Governors") Fund.

I would like to thank each of the families who contributed to the Governors fund this year. We plan to use the funds in the account (a little over £3,000) to match with the Part-funding awarded by the CRAMP fund and some money from the School's budget, to go towards the site improvements scheduled to take place soon. Without your contributions the school would not be able to undertake these essential remedial works and improvements. Standing-order forms can be made available if you feel able to make a regular contribution in the future. Whatever the size, this would be particularly helpful as it would aid in planning projects.

The Governing Body sub committees which meet regularly to address operational issues are described below. A full list of the governors with their responsibilities, and/or regular committee memberships, is attached at Appendix A.

Finance, Staffing & Buildings

The committee was chaired by Vicki Woods in 2018-19. The purpose of the committee is to:

- set and maintain the school's financial policies
- approve, monitor, challenge and sign-off the budgets
- approve spend decisions within set financial parameters
- building and asset management to ensure an appropriate learning environment
- consider financial staffing issues; and
- consider matters of health and safety.

Examples of the matters covered last year include: annual budget setting and monitoring, staffing decisions and the ongoing campaign to address key maintenance projects such as roof and junior cloakrooms.

At least one meeting was held each term, but decisions continued to be made to address any urgent matters such as those relating to health and safety.

Admissions

This committee, chaired by Mrs Pat Burford, is made up of the Head teacher, Parish Priest and three further committee members, all meetings are quorate.

Its function is to draw up and then manage the Admissions Procedure and Protocols on behalf of the FGB in accordance with current Welsh Government Legislation and the Admissions Criteria of the school.

Meetings are held as required to determine the outcome of applications. In-year applications are considered within 28 days but generally as soon as possible. Reception class applications are dealt with in accordance with dates specified by Cardiff Local Authority and notifications submitted to the LA as required.

An Admission Clerk has been appointed, schedules and work methods drawn up and supplied to her and the school Administration Team.

The committee is also responsible for arranging, preparing papers and presenting the school's case to any Independent Appeals Panels.

At least one meeting was held each term, although more were held when necessary to deal with any urgent matters.

Standards Committee

The Standards Committee is chaired by Mrs Ceri-Ann Pocknell.

The key purpose is to consider, interrogate and support the school's adequacy in:

- teaching;
- learning;
- pupil outcomes & test results;
- pupil wellbeing;
- monitoring, marking and assessment; and
- the delivery of improvements as required by the School Improvement Plan.

Some of the ways that the committee addressed this were:

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- receiving and considering feedback from Governors following visits to the school, learning walks and meetings attended by Link Governors
- monitoring and reviewing the school's self-evaluation procedures
- by examining and interrogating reports/presentations by subject leaders, curricular area leads and from the leadership team
- reviewing and providing input to the school improvement plan
- looking at books and work by learners in order to understand the impact of teaching and changes to approach
- receiving and analysing school data on standards of teaching and learning
- interrogating the evidence of pupil monitoring and assessment
- asking lots of questions; and
- providing practical help where appropriate.

The first priority of the committee was to review the School's results for the previous year, looking at the progress that continues to be made by the school. This information was then used to set further priorities and approaches for the coming year.

Throughout the year, the committee has received progress reports from all subject areas, looking at the progress they have made as well as examining and questioning their specific improvement plan. Subject area reports have often been accompanied by an examination of pupils' work books. Reports were also received from ALN and MAT.

Welsh Language

Children's Welsh language skills are progressively developed throughout our school. We encourage all pupils to speak to each other using the Welsh language both in and out of the classroom.

In the Foundation Phase pupils are encouraged to communicate their needs in Welsh and are increasingly exposed to the Welsh language. Skills are developed through communicating in a range of enjoyable, practical, planned activities, and using a range of stimuli that build on and increase children's previous knowledge and experiences in safe and stimulating indoor and outdoor learning environments. The children's knowledge and skills are built upon in Key Stage Two through daily oral sessions and using Welsh incidentally in all curriculum areas. Our Criw Cymraeg encourages pupils to take part in games through the medium of Welsh, and spot children using Welsh phrases. They visit the Foundation Phase playground during lunchtimes and organise games for the children to play which involve using the Welsh language. Similarly, in Key Stage 2, the Criw Cymraeg lead games and have prompts to encourage all pupils to speak Welsh to each other.

All children have taken part in our Eisteddfod and shared Welsh songs, poems and traditional stories and enjoy the churning of 'The Bard'. The Criw Cymraeg have helped to arrange another successful Celebration Of Wales evening which provides a fantastic opportunity for singers and instrumentalists to share their talents and for parents and friends of the school to take part in Welsh dancing, Welsh Bingo and Welsh music.

In July 2019 the school was delighted to achieve the Bronze Cymraeg Award.

Premises

We are constantly looking at ways to ensure that the current provision of facilities at the school remain up to standard or are improved as necessary. The toilet facilities are constantly being assessed to ensure that they are suitable and fit for purpose.

This year, following much effort and energy, we have at long last, received approval and part-funding to address some of the issues related to the age of the school premises. The works will include:

- Upper Junior Toilets and Foundation phase (y1&2) toilets
- Replace finger guards on doors where broken
- Improve Entrance Foyer and reception area
- Carpeting in Classrooms
- Access pathway for the new Nursery

As is always the case we will be responsible for finding 15% of the cost. This portion will come from the Governors Fund and the School Maintenance budget.

Healthy Eating

The school continues to progress the healthy eating agenda. Fruit is for sale during break time or children can bring their own fruit into school. No other snacks are allowed during break times. The children are encouraged to bring a water bottle in to school every day which can be refilled when required. We have also begun our journey towards achieving the National Quality Award.

Term Dates (2019-2020)

	Term Start	End of first half-term	Second half-term starts	Final Day of Term
Autumn Term	02/09/19**	25/10/19	04/11/19	20/12/19
Spring Term	06/01/20	14/02/20	24/02/20	3/04/20
Summer Term	20/04/20	22/05/20	01/06/20	20/07/20

INSET Days: ** Monday 2nd and Tuesday 3rd September 2019

Three further inset days TBC

May Bank Holiday: Friday May 8th 2020

All local-authority and maintained schools throughout Wales now have the same dates.

School Hours

The children can access the school building at 8.45am ready for the start of lessons at 8.55am. Timeliness is a key target of the school and ensures that the children are ready for the start of their lessons. Lateness is very disruptive for those children who are in class and prevents children from maximising their learning. We are pleased to share that the timeliness of the student body improved over the last school year, thank you parents for your efforts in helping to address this. Please keep up the good work. We are convinced that it will help to prepare your children for the transition to high school and even their future working life.

Morning Session 8.55am -11.45 (Foundation Phase)
 8.55am-12.00 (KS2)

Lunchtime	11.45-12.55pm (Foundation Phase) 12.00-12.55pm (KS2)
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End of School	3.30pm
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Nursery Sessions	9am- 11.30 1pm- 3.30pm
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Minutes late are now recorded per year group and are detailed each week in the newsletter.

Appendix A

List of School Governors

This Governors report deals with the Academic year 2017-2018 however we wanted to provide you with the most current Governor information for reference. Therefore, please note, this table details the **list of Governors for the coming year**. Any changes since the previous report are described in the notes which follow the table.

Governor	Contact details	Notes
Mrs Andrea Redmond	A.Redmond@cardiff.gov.uk	Clerk Governor Training
Canon Matthew Jones	St Brigids Presbytery, Crystal Glen, Llanishen, Cardiff CF14 5QN 029 2075 2389 matthew@3churches.org	Foundation - Admissions - Staff Disciplinary appeals
Mrs Rachel Woodward	Christ the King School	Headteacher Seconded to St Alban's
Mrs Susan Miles	Christ the King School	Acting Head Admissions
Mrs Priya Parsons	Priya.parsons@gmail.com	Foundation - Chair - Finance - Admissions - Staff Disciplinary Appeals
Mrs Monica Maddox	monmaddox2@gmail.com	Foundation - Standards - Admissions - Performance Management - Foundation Phase Link - English Link
Mrs Patricia Burford	Patricia.burford@outlook.com	Foundation - Admissions Chair - Staff Discipline - Pupil Discipline - Complaints - Child Protection Link - Science Link

Mrs J O'Brien	Christ the King School	Staff • Finance • Standards
Mrs Anne Robertson	Cardiff Archdiocese 41/43 Cathedral Road, Cardiff CF11 9HD 029 2023 3838 Schools@rcadc.org	Observer
Mrs Ceri Ann Pocknell	Ceriann1@sky.com	Foundation • Standards Chair • ALN Link • Monitoring and Assessment Link
Mrs Sheila Drayton	Sheila.drayton1@gmail.com	Foundation • Complaints Chair • Staff Discipline • Performance Management • Pupil Discipline
Dr John Paul Wells	john.wells@doctors.org.uk	Parent • Standards • Finance • Inclusion Link • ICT Link
Mrs Vicki Woods	Vickiwoods82@gmail.com	Local Authority • Standards • Finance Chair • Complaints • Pupil Discipline • Welsh Link
Mr Paul Watkins	paul_watkins_99@yahoo.co.uk	Parent • Health & Safety • Finance
Mr Matthew Verghese	Matthew-verghese@hotmail.com	Parent • Finance • Standards • Maths Link
Mrs Cat Hughes	Christ the King School	Teaching Staff Representative

Changes to the Governing Body

During the academic year 18/19 Mrs Lucy Bicker and Mrs Sarah Beal stepped down from their roles as Governors for the school. Their time and dedication to the school for several years, in challenging times as-well as good, has been invaluable. We wish them well and thank them for all that they have contributed.

Appendix B School Staff

Staff 2019-2020

This Governors report deals with the Academic year 2018-2019. In order to provide you with the most current Staff information for reference, please note, this table details the **list of Teachers for the coming academic year.**

Teaching

Acting Head	Mrs S Miles
Year 6	Mrs. K Martin (0.6), Mrs M Cowley (0.5)
Year 5	Mrs B Welsh (0.8), Mrs Baralos (0.2)
Year 4	Mr J Wright (0.8), KS2 Leader, Mrs Baralos (0.2)
Year 3	Miss V Jenkins
Year 2	Mrs L Watts
Year 1	Mr L Mussa
Early Years Unit	Mrs Keegan
ALNCo	Mrs B Welsh

Mrs C Hughes is on maternity leave until June 2020.

Planning Preparation and Assessment Cover

Mrs J Clemson
Mr G Lucas

Teaching Assistants

Mrs C Backhouse FT
Ms C Dyer
Mrs P Day PT (0.6)
Mrs J O'Brien FT
Mrs J Mc Clemson FT
Miss S Hodges FT
Mrs Shields (0.8)
Mr G Lucas FT
Miss R Edwards FT

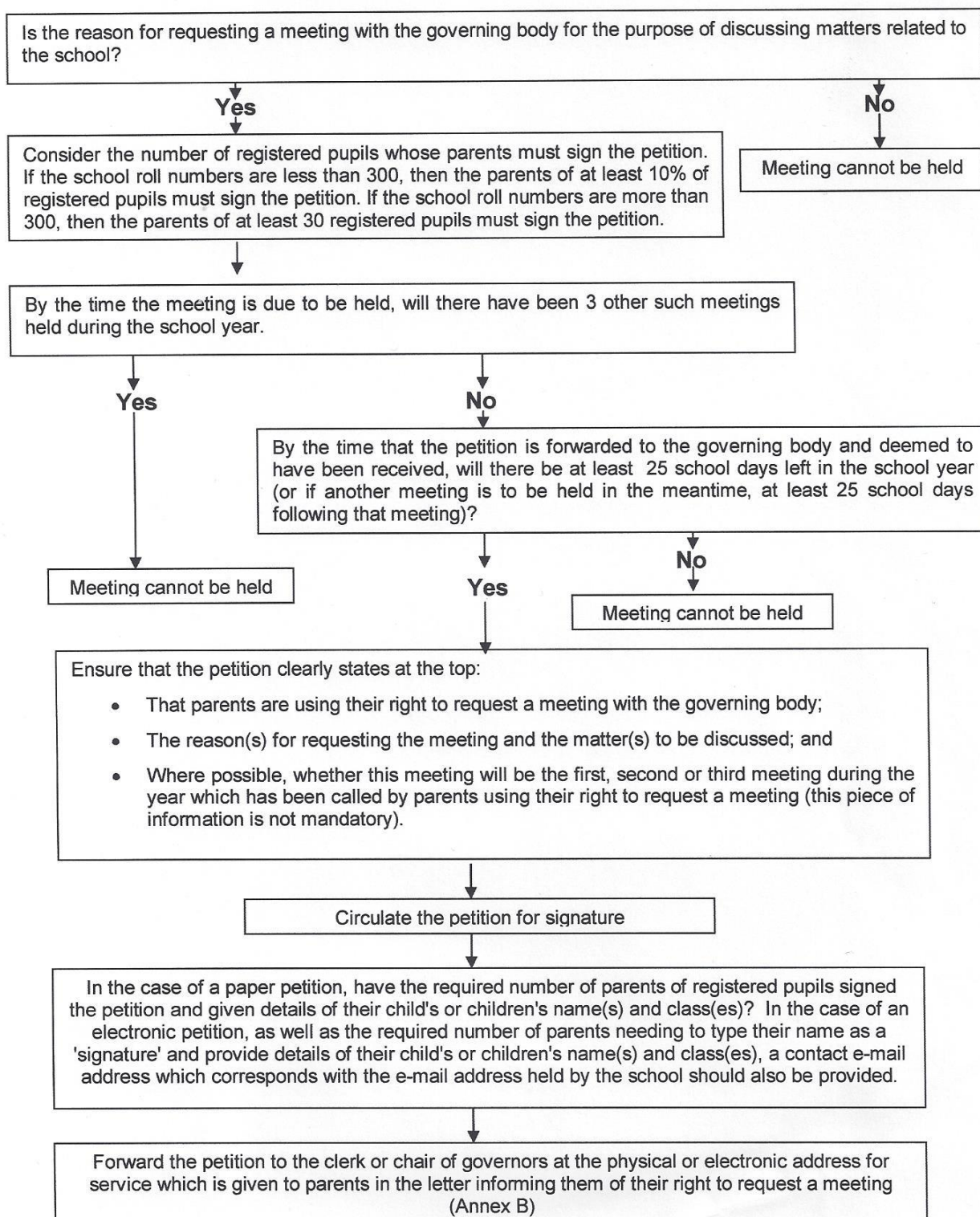
Non Teaching Staff

School Clerk- (FT) Mrs E. Hine
Admin Support (PT) Mrs R. Condon
Mid-day Supervisors: Mrs Robinson, Mrs Giles, Mrs Gallivan, Mr Thomas, Mr McComish

Kitchen Staff: Mrs Bartlett & Mrs J Davies

Caretaker/ Site Manager Mr. Peckham

Annex A: A guide to the petitioning process



Annex B - Your right to request a meeting with the school's governing body

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, four conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

The parents of at least 10% of the school's registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

There were 235 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

2. The meeting must be called to discuss matters which affect the school

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

3. A maximum of 3 meetings can be held during the school year

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is:

Clerk to the Governors,
Christ the King Primary School
Everest Avenue
Cardiff CF14 5AS

Or

christthekingprm@gov.uk

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>